

MINUTES
Information Technology
Tuesday, April 12, 2021

Minutes of the **April 12, 2021** Information Technology meeting held in the Dodge County Administration Building, County Board Room Forth Floor in the Dodge County Administration Building, 127 E. Oak Street, Juneau, WI at 5:00 PM

Meeting called to order at 5:03 p.m. by Committee David Guckenberger

Roll Call:

Members Present: David Guckenberger (*in-person*), Kevin Burnett (*in-person*), Tim Kemmel (*in-person*)

Due to the declared emergency, it is possible that one or more committee members may appear telephonically.

Members Absent /Excused: Donna Maly, Robert Boelk

Also Present: Justin Reynolds – County IT Director (*in-person*)

Previous Committee Meeting Minutes: Motion by Burnett, second by Kemmel to approve the minutes of the **March 2nd, 2021** Committee meeting. All in favor, motion carried.

Information Technology Policies

Discuss, Recommend, Take Action: 100 – IT Governance Policy

Discuss, Recommend, Take Action: 101 – IT Policy Lifecycle Procedure

Discuss, Recommend, Take Action: 102 – IT Compliance Standards

Recognize Local, State, Federal, & IT Compliance Regulations

Discuss, Recommend, Take Action: 103 – IT Operations Standards

Recognize IT Infrastructure Library (ITILv4) Framework

Discuss, Recommend, Take Action: 104 – IT Security Standard Frameworks

Recognize NIST Cybersecurity Framework v1.1

Recognize NIST Privacy Framework v1.0

Recognize NIST Risk Management Framework (RMF)

The IT Committee discussed the 100 – IT Governance Policy, 101 – IT Policy Lifecycle Procedure, 102 – IT Compliance Standards, 103 – IT Operations Standards, & 104 IT Security Standards Frameworks. The IT Committee made recommendation for minor adjustment, and inquired about some additional clarifying content. The IT Committee and Reynolds discussed the importance of recognizing Dodge County's IT Compliance Regulation, IT Infrastructure Library (ITILv4) Framework, and NIST Cybersecurity/Privacy/Risk Frameworks.

The motion Burnett, second by Kemmel to approve 100 – IT Governance Policy, 101 – IT Policy Lifecycle Procedure, 102 – IT Compliance Standards, 103 – IT Operations Standards, & 104 IT Security Standards Frameworks pending minor adjustments and legal review. All in favor, motion carried.

Discuss, Recommend: 105 – IT Services Catalog & Policies

The IT Committee discussed the 105 – IT Services Catalog & Policies. Reynolds shared the list of current active IT user policies, and a list of potential future user policies for them to consider. The IT Committee and Reynolds discussed the importance to align with the Dodge County Human Resources policies, employee handbook, approved IT Governance, recognized IT Compliances, and recognized IT Frameworks.

Information Technology Strategic Action Steps:

Review, Discuss, Recommend: County-wide Broadband Assessment RFP

The IT Committee discussed a potential upcoming County-wide Broadband Assessment RFP for the Land Resources & Parks (LRP) Economic Development. Reynolds shared the County is discussing the need to seek proposals from qualified firms to conduct a county wide Broadband Assessment Study. The Broadband Assessment Study would provide an inventory and analysis of the current conditions of broadband infrastructure and services in Dodge County, examine current and future broadband uses and needs and identify strategies available to Dodge County to improve Broadband service. Dodge County is not interested in creating a utility or becoming a service provider. Reynolds shared the data gathered during the potential assessment may assist the County with upcoming and recent Federal funding programs.

Update: on IT Budget Report – Apr. 2021

Reynolds provided an executive one-page (Jan. to Apr. 2021) YTD available IT budget report. No action taken.

Review, Consider, Take Action: IT Apr. 2021 Project Portfolio Roadmap

Reynolds shared the IT Apr. 2021 Project Portfolio Roadmap for the IT Committee awareness and approval. No action taken.

Review, Consider, Take Action: IT Apr. 2021 Contracts and Agreements for Legal Review

Reynolds shared the IT Apr. 2021 Contracts and Agreements for Legal Review. No action taken.

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Information Technology Project Status Report:

Update: on County Board Room

The IT Committee discussed the County is targeting May and June for livestreaming the first County Board of Supervisors meeting. Reynolds shared Corporation Counsel, County Clerk, and IT are reviewing the recommended livestream solution legal terms and agreements, and reviewing potentially adjust to County Board rules, defining official record, and recording procedures. The IT Committee discussed the target pilot status of a paperless electronic device project scope. No action taken.

Update on Network, Data Information Systems, AS400, and Department Projects

Reynolds shared updated on the Network, Data Information Systems, Department, and AS400 Data Migration projects. No action taken.

Department Continuous Improvement & Recognition:

Update: IT Department Budgeted Training Opportunities

The IT Committee discussed the IT Department Budgeted Training Opportunities to promote continuous improvement and learning together environment for the Information Technology Department staff to support evolving County operations. Reynolds shared the Information Technology industry continuously and rapidly evolves, which increases the need for the IT staff to receive training opportunities. No action taken.

Update: NACo Digital Counties 2021 Survey

The IT Committee discussed the 2021 submission of the NACo Digital Counties 2021 Survey. Reynolds shared the NACo Digital Counties Annual Survey is a great opportunity for Dodge County to measure our Digital progress and strategic initiatives, and a great opportunity for the County's Digital accomplishments. No action taken.

Update: Center for Internet Security MS-ISAC Nationwide Cybersecurity Review (NCSR)

The IT Committee reviewed the final submission of the 2021 NCSR. No action taken.

Update: DHS Cyber CRR & EDM Final Reports

The IT Committee reviewed the final DHS Cyber Resilience Review (CRR) and External Dependency Measurement (EDM) reports for the Election Security Grant. No action taken.

Public Comment:

None

Future Agenda Items:

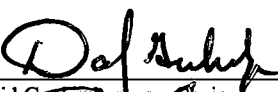
Guckenberger discussed consideration of IT Internships and/or future positions.

Next Meeting Date:

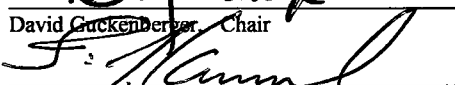
Monday, May 3rd 2021 at 5:30 p.m.

Adjournment:

Motion by Kemmel, second by Burnett to adjourn the meeting at 6:23 p.m. All in favor, motion carried.



David Guckenberger, Chair



Tim Kemmel, Secretary

May 3, 2021

Date

May 3, 2021

Date